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407 LEVEL TEMPLATE OPERATIONS PROCEDURE

407.XXX.XX

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VERSION X.XX

15 MAR 2006

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I. INTRODUCTION

The procedure covered in this document provides a ONE-NET user the ability to add Public Folder Contacts Lists to the search order of their Outlook address book. State the requirement and approval authority for the system/capability and why it is necessary or essential to acquire or develop the system. The Public Folder Contact's List is intended for use by ONE-NET Customers.

A. Purpose

This document provides detailed operational procedures for adding Public Folder Contacts Lists to the search order of their personal address book on ONE-NET

B. Reference Material

List miscellaneous documents relevant to this procedure.

nn

C. Scope

The operational procedures covered in this document apply to *(either both the classified and unclassified networks, the classified network only, or the unclassified network only)*. Right-click affected check boxes, click Properties and select Checked for the Default value to check.

nn

Affected	Location	Code	Affected	Location	Code
<input type="checkbox"/>	ONE-NET Enterprise	ON	<input type="checkbox"/>	Yokosuka, Japan	YO
<input type="checkbox"/>	Manama, Bahrain	BA	<input type="checkbox"/>	Atsugi, Japan	AT
<input type="checkbox"/>	Naples, Italy	NA	<input type="checkbox"/>	Diego Garcia)	DG
<input type="checkbox"/>	La Maddalena, Italy	LA	<input type="checkbox"/>	Guam	GU
<input type="checkbox"/>	London, United Kingdom	UK	<input type="checkbox"/>	Chinhae, Korea	KO
<input type="checkbox"/>	Rota, Spain	RO	<input type="checkbox"/>	Misawa, Japan	MI
<input type="checkbox"/>	Sigonella, Italy	SG	<input type="checkbox"/>	Okinawa, Japan	OK
<input type="checkbox"/>	Souda Bay, Greece	SB	<input type="checkbox"/>	Sasebo, Japan	SA
			<input type="checkbox"/>	Singapore	SI

Table I-1 Scope of *(name system/capability)*

D. Audience

This document is intended for the following audience:

- Network Administrators
- Installers

E. Assumptions/Constraints



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List any training (if any) that needs to be required before installation/operation of the capability/system.

nn

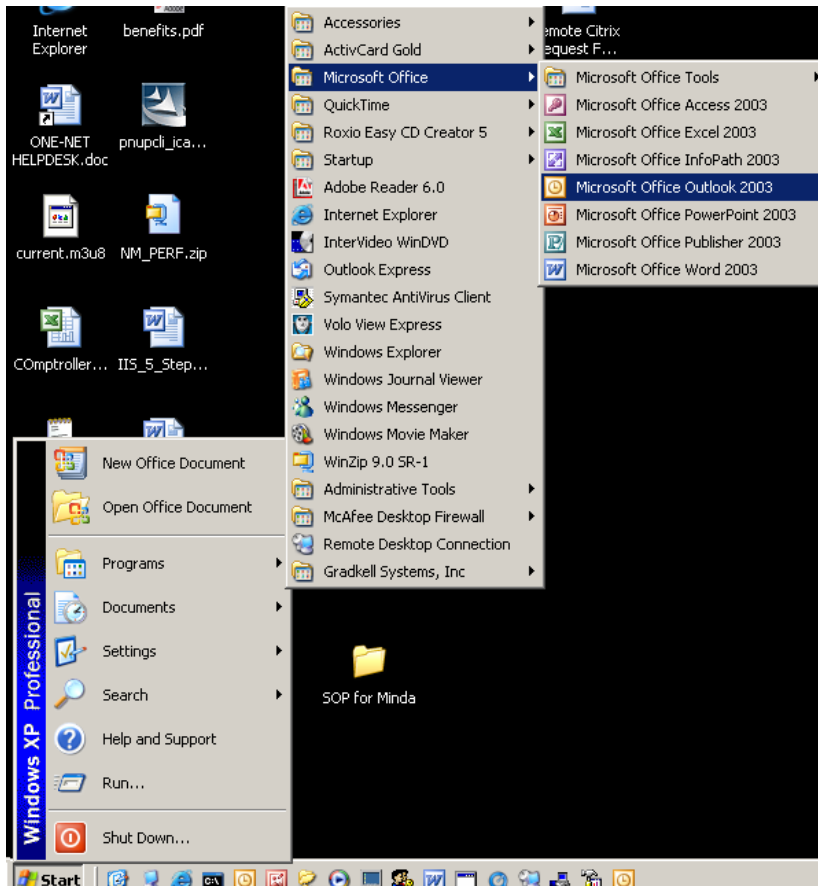


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II. PROCEDURE

- A. After logging onto their ONE-NET Workstation, the user can start Microsoft Outlook by clicking on Start | Programs | Microsoft Office | Microsoft Office 2003.**

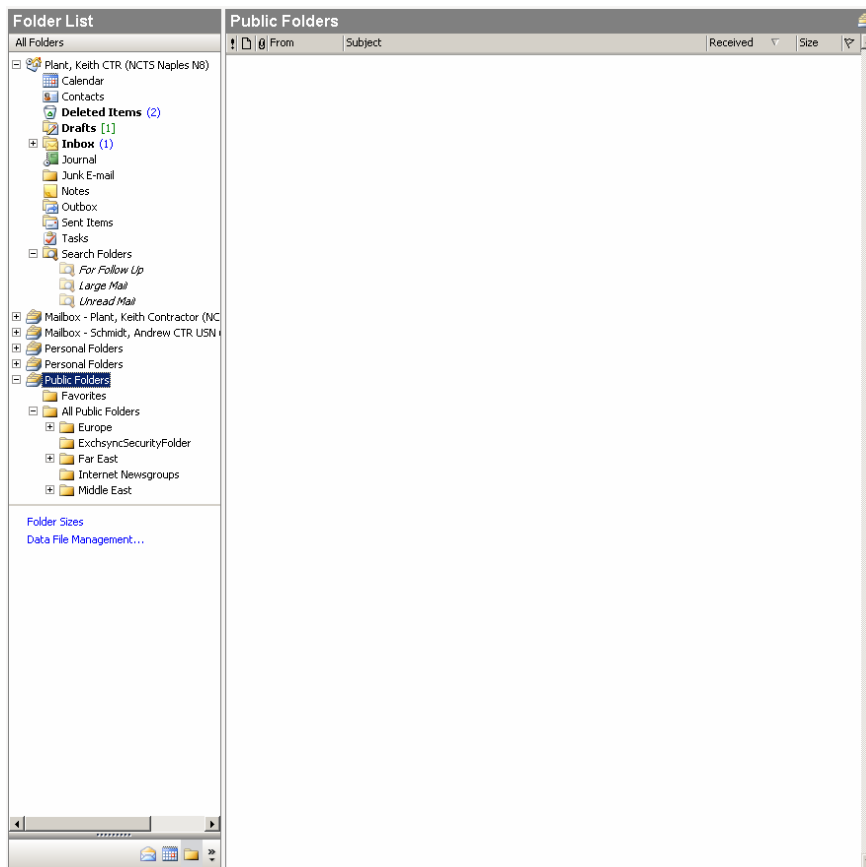


- B. After outlook is started, user should choose the to have the Navigation Pane viewable. The Navigation Pane looks like a small Pane to the left of your screen with multiple folders in view. If your Outlook Window does not look similar to the one below, with the folder bar on the left side of the screen, you can toggle the view by pressing and holding down the ALT key and then hitting the F1 key.**



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C. In the Folder Pane, locate the Public Folders tree. Expand this tree by clicking on the [+] symbol next to the tree (see below)

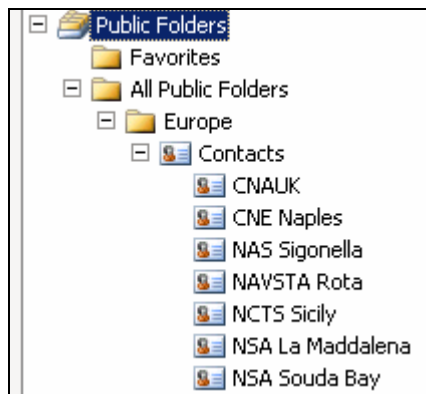


D. After expanding Public Folders, the user should see a folder named All Public Folders. Expand this folder, then expand Europe and finally expand Contacts.

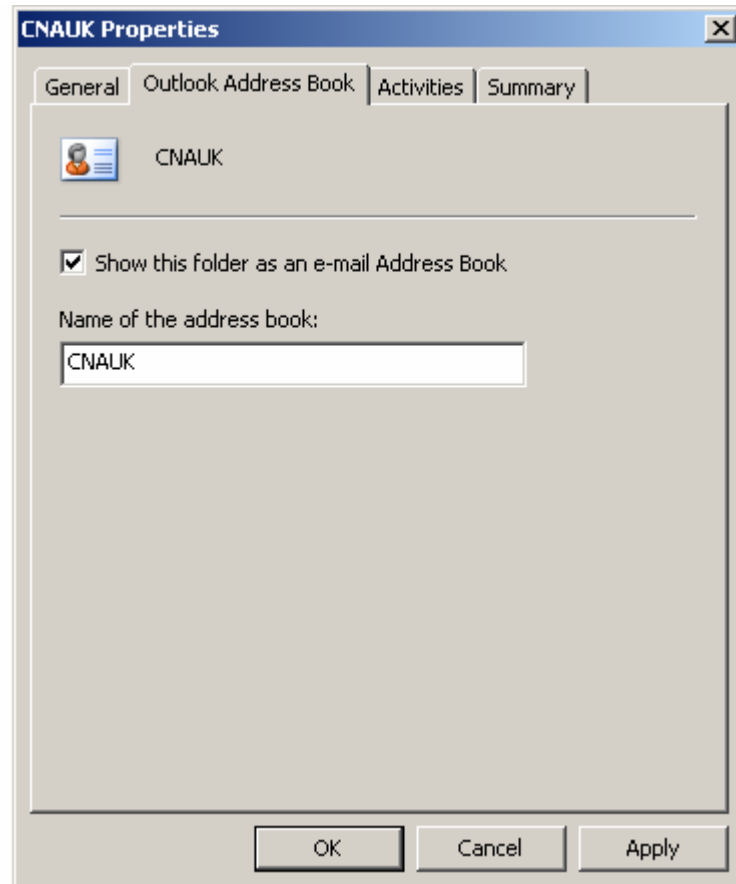
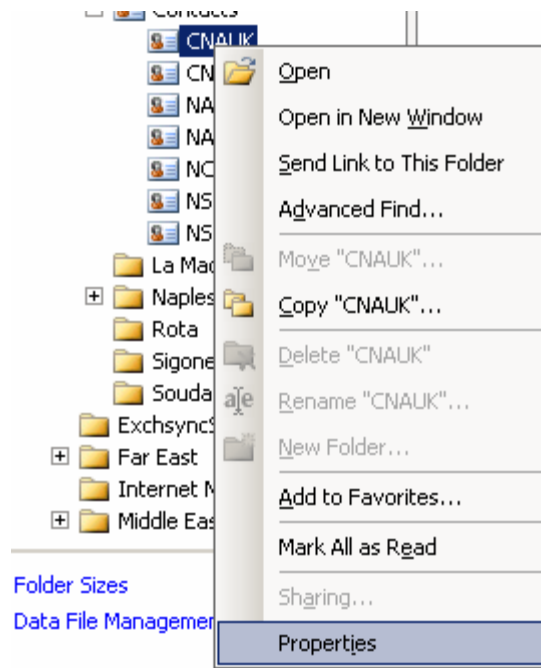


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- E. To add one of the contact groups to your Outlook Address Book search list, simply **RIGHT** click the group that you would like to add and select Properties from the menu. A new properties window will appear and by choosing the Outlook Address Book tab on the top of the window, you must check the “Show this folder as an e-mail Address Book” check-box and then click ‘OK’. Repeat this process for each contact group you would like added.





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- F. After you are finished added all the desired contact groups, you may now access them easily by opening your Address Book in Outlook by clicking on the icon that looks like this :  : on your tool bar. A window similar to below will appear. Now click on the down arrow near the “Show Names from the:” menu and you will see the newly added contacts list available!

Address Book

File Edit View Tools

Type Name or Select from List:

Show Names from:

Name	Business Phone	Office	Title	Company	Alias	
497 ALL USERS						497ALL
497 CIV ALL USERS						497 Civilians
497 MIL ALL USERS						497 MIL
Aarndel, Leandre CTA3 (CNFJ)	315-243-3784		CTA3	USN	Aarndel,Leand	CNE Naples
Aaron, Aja C. CIV GS-7 USN NCTS NAPLES		NOA	CO SECRETARY	USN	Aja.Aaron	Contacts
Abadilla, Noel CE2 (NCTS-FE)	315-243-7236	N24	CE2	USN	Noel.Abadilla	Global Address List
Abano, Romeo PSCM CUSNC N1	011-973-1785-9898	N1	PNCM	USN	Romeo.Abano	Outlook Address Bo
Abarca, Reymundo CS2 NSA TQ	011-973-1785-4649	TQ SUPPLY	CS2	USN	Reymundo.Ab	CNAUK
Abbott, William LCDR (CDS15)	315-243-9093	N4	LCDR	COMDESRON 15	William.Abbott	
Abbruzzese, Carmela UA-4 IT USN (CNRE)	39-081-568-5960	CNRE RM (14)	UA-4	USN	Carmela.Abbri	All Address Lists
ABC Admin (CNFJ)	315-243-8072			COMNAVFORJAP...	CNFJ.ABC.Adr	All Contacts
ABC Helpdesk (CNFJ)	315-243-8072			COMNAVFORJAP...	CNFJ.ABC.Hel	All Groups
ABC News (CNFJ)				COMNAVFORJAP...	CNFJ.ABC.Nev	All Users
ABCM Help - Bahrain	011-973-1785-6238			USN	ABCM.Help	Bahrain
Abdulla, Khalid Y FORNATL-BH CIV NSA NSF	011-973-1785-4258	NSF	CIV	USN	abdulla_bahra	Europe
Abdullah, Magdy S FORNATL-PH CIV NSA C...	011-973-1785-3527	CNRSWA	CIV	USN	Magdy.Abdullah	La Maddalena
Abe, Hiroko FORNATL-JA (CFAY)	315-243-9616	C200	MLC	MLC	Hiroko.Abe.JA	Naples
Abe, Maki FORNATL-JP (CNFJ)		CS11N x	MLC	COMNAVFORJAP...	Maki.Abe.JA	Rota
Abe, Masaru LCDR (CNFJ)	315-243-6157		FLO	COMNAVFORJAP...	Masaru.Abe.JA	Sigonella
Abe, Misaki FORNATL-JA (CFAY)	315-243-5011	C1200	MLC	MLC	Misaki.Abe.JA	Souda Bay
Abe, Naoki FORNATL-JA (CFAY)	315-243-5381	C1210E3	MLC	MLC	Naoki.Abe.JA	Public Folders
Abenoja, Jimmy CS1 (CFAY)	315-243-5741		CS1	USN	Jimmy.Abenoja	EX
Abernathy, Jason CTR NCTAMS Det Souda ...					Jason.Abernath...	EX
Abes, Virginia CIV (CFAY)	315-243-6716	C400	CIV	USN	Virginia.Abes	EX
Abraham, Anil FORNATL-IN CIV NSA Supply	011-973-1785-6525	Supply	CIV	USN	Anil.Abraham.IN	EX
Abraham, John FORNATL-IN CIV CTF53 Cargo	011-973-1785-4125	CTF53 AVUNIT	CIV	USN	John.Abraham	EX
Abraham, Thomas FORNATL-IN CIV CTF53 ...	011-973-1785-9532	CUSTOMER SERVICE	CIV	USN	Thomas.Abraham	EX
Abrams, Courtney CMDCM (CFAY)	243-7058	C007	CMDCM	USN	Courtney.Abrams	EX
Abramson, Christopher PO3 USN (NSANAP)	39-081-568-6728	CNRE - Capodichino	MU3	USN	Christopher.Abr...	EX
Abrena, Marites FORNATL-PH CIV NSA TQ	011-973-1785-4104	TQ	CIV	USN	Marites.Abrena	EX